

# City Schools of Decatur



## School Leadership Team Manual

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# City Schools of Decatur Charter System Governance

City Schools of Decatur is a public school system, created by the General Assembly through the Charter for the City of Decatur, Georgia. The five member elected local Board is a body corporate and politic that is empowered to engage in legal process and to enact such policies, bylaws, rules and regulations, not inconsistent with the laws of the State of Georgia or the United States, for the government of the Board, the Superintendent, teachers and students of the school system, as the Board may deem proper. Because the Board is the legally created body corporate and politic and is vested with the power and authority to bind and contract for the school system, it will retain its rights and responsibilities under the system charter and neither individual system charter schools, nor their School Leadership Teams or principals, will have authority to bind the system or to contract or assume debts or obligations on behalf of the individual schools or the system.

The Board has hired the Superintendent of Schools, who also serves as the secretary for the Decatur Board of Education. The Board meets monthly in public sessions at advertised times, consistent with the Open Meetings Act. A formal agenda is followed for each Decatur Board of Education meeting and includes a section for public comment prior to any consent or action item.

An electronic interface, *Simbli* (formerly known as *eBoard*), helps the Board and SLTs with meeting and agenda transparency. *Simbli* allows the Board to publish an agenda and supporting documentation well in advance of the board meeting. The Board now operates in a paperless format to allow for broader access. In addition, the implementation of ePolicy has been a substantive process in City Schools of Decatur.

The Board and/or the Superintendent maintain all authority vested in those roles other than those explicitly delegated to other governing bodies as detailed later in this handbook.

City Schools of Decatur is a Charter School System. Each school within the Charter System (which does not include the College Heights Early Childhood Learning Center) shall utilize a Governing Council as its governing body, which shall be responsible for complying with and carrying out the provisions of the charter, including compliance with all applicable law.

The governing councils shall be designated as the School Leadership Teams (SLTs). Parent members of the SLT will be elected by a majority of votes of parents of students that will be enrolled in the school at the onset of the member's term. Candidates for parent seats must have a child who will be enrolled at the school during the term for which the member will serve on the team. Throughout this handbook, the term "parent" will be used to reference "parent or legal guardian."

Certified staff who are members of the SLT will be elected by a majority vote of certified staff who work at the school at the time of the election.

Each School Leadership Team will develop bylaws (see sample bylaws in the appendix), which will address the School Leadership Team's internal governance procedures. School Leadership Teams will not incorporate or form any other business entity.

## Members of School Leadership Teams

SLTs must have a minimum of five (5) voting members. One member must be the Principal, two others must be staff (certified or classified), and two others must be parents. These 5 members will serve as the core of the SLT. A member of Wilson Center staff, assigned by the Superintendent, who serves as a non-voting member, will be a liaison between the school and the system.

SLTs may choose to appoint up to four (4) additional members to the SLT. These members, as specified in the SLT's bylaws, may include, but are not limited to, students, staff, community members, or representatives of school-related organizations, such as the PTA President or a Booster Club representative. Such members shall be appointed by the voting members of the SLT. Selection procedures for these members shall be specified in the team's bylaws, including whether the appointee will be a voting or non-voting member. **SLTs cannot exceed seven (7) voting members unless the Superintendent or Board appoints additional members as outlined below.**

CSD is committed to providing meaningful opportunities to promote parental and community engagement. It is the desire of the school system that the composition of the SLTs be inclusive and diverse. SLTs shall take all reasonable means to engage parents and community members so that a culturally-sensitive, representative SLT exists in every school. In the unlikely event that an SLT is not able to achieve this school system desire, the Board and/or Superintendent may appoint up to two (2) additional voting SLT members as they see fit and as allowed by law. If the Board or the Superintendent makes additional appointments, the total number of voting members on an SLT will thus be no less than five (5) and no greater than nine (9) members.

Employees of the school system may only serve in the capacities of Principal, elected certified staff representative, or central office representative. Employees may NOT serve as a parent representative on any SLT, nor may they serve as an appointed member of any SLT. Students may NOT serve as voting members of an SLT.

The officers of the SLT shall be a chairperson, vice-chairperson, and secretary. Officers of the SLT shall be elected by the process set forth in the team's bylaws at the first meeting of the team following the election of SLT members. The officers of the SLT shall hold office for the term specified in the SLT's bylaws. Any member of the SLT, unless otherwise prohibited by its bylaws, may be selected to fill the position of chairperson, vice-chairperson, or secretary. The chairperson serves to run the meeting, set the agenda, and serves as a liaison between the SLT, the school principal and the community, as well as any other duties as assigned in SLT Bylaws. The vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be required by the team. The secretary shall attend all meetings, act as clerk of the SLT, and be responsible for recording all votes and minutes of all proceedings, and maintaining such records. The secretary shall give or cause to be given notice of all meetings of the SLT and shall perform such other duties as may be prescribed by the team. In the absence of the secretary of the SLT, the chair or acting-chair of the team shall appoint another member of the team to be the acting-secretary for purposes of that meeting.

# School Leadership Team Duties

## Accountability

The members of the School Leadership Team are accountable to the constituents they serve and shall:

- 1) Maintain a school-wide perspective on issues,
- 2) Regularly participate in SLT meetings,
- 3) Participate in information and training programs,
- 4) Act as a link between the SLT and the community by actively soliciting input from the school community,
- 5) Proactively communicate out to the school community information and decisions made by the SLT,
- 6) Encourage the participation of parents and others within the school community,
- 7) Sign a document indicating any conflicts of interest in serving on the SLT,
- 8) Sign a confidentiality agreement, and,
- 9) Work to improve student achievement and performance as outlined in the charter, school improvement plan, strategic plan, and Board Ends policies.

## Fiduciary Duty

SLT members share the duties of care, loyalty, and obedience:

- 1) Duty of Care - duty of care means that an SLT member must exercise reasonable care when making a decision as a steward of the charter system,
- 2) Duty of Loyalty - duty of loyalty means an SLT member will put the good of the system and school first and avoid engaging in transactions with the school from which the member will benefit, and,
- 3) Duty of Obedience - duty of obedience means that SLT members are not permitted to act in a way that is inconsistent with the system or school's mission.

## Budget Preparation

Annually, each school will receive its operational budget based on system-established criteria such as enrollment. During the budget construction process, the school principals will review the proposed annual budget along with staff requests/allocation, professional learning activities, building repair issues, and instructional technology and material requests with the SLT for feedback.

## Conflict of Interest (see appendix for Conflict of Interest Form)

The charter requires SLT members to avoid conflicts of interest. It is essential that SLT members be independent and impartial, that SLT decisions be made in the proper channels of governance structure, that the SLT membership not be used for private gain, and that there be public confidence in the integrity of the SLT. Conflicts of interest relate broadly to ethical behavior, not just financial conflicts of interest. In accordance with the charter, SLT members must disclose conflicts of interest. If a conflict of interest arises at any time during service on the SLT, the SLT member shall disclose the conflict in writing to the chair of the

SLT. The following questions shall be asked of each member each year, with any answers of “yes” requiring further explanation.

- 1) Did or will you sell any supplies, materials, equipment, or other property to the City Schools of Decatur?
- 2) Do or will you have any contractual agreements with the City Schools of Decatur?
- 3) Do you currently serve as a member of the Board of Education for any Georgia public school district?
- 4) Do you currently serve as an elected public official?
- 5) Do you have a managerial, fiduciary, ownership interest, or advisory role with a company or organization that has a contract or is seeking a contract with the City Schools of Decatur?
- 6) Are you, your spouse, or anyone you live with an employee of the City Schools of Decatur?
- 7) To the best of your knowledge, are there situations not described in the above questions that may give rise to a conflict of interest or the appearance of a conflict of interest between you and the City Schools of Decatur, or which would make it difficult for you to discharge your duties or exercise judgment independently on behalf of the school at which you serve on the SLT?

Upon receipt of any affirmative responses to the above questions, the SLT chair shall implement the procedures described in the SLT’s bylaws regarding handling of conflicts of interest.

## **Confidentiality**

Confidentiality is essential to an SLT’s function as a governing body. As such each SLT member must complete a confidentiality agreement. (use the example agreement in the appendix.)

## **General Recommendations for the SLT**

- 1) At least 4 meetings per academic year (once a month is recommended)
- 2) Anyone can serve as chair
- 3) The majority of voting SLT members are not employed by CSD
- 4) A consensus-building process is used to make decisions.
- 5) Parents and Staff are elected in a transparent election process
- 6) Non-Voting SLT Representatives that are not employees do not have to be parents
- 7) One SLT representative is appointed to serve on the System Charter Leadership Team in addition to the school principal
- 8) Terms of SLT members are staggered so the entire SLT does not rotate off the same year
- 9) SLT Officers include at least: Chair, Vice-Chair, Secretary
- 10) SLT Membership Terms run from October - September

# System Charter Leadership Team

The goals of the System Charter Leadership Team (“SCLT”) are to provide feedback, continuity, and communication between and across SLTs; provide community involvement in system charter oversight at the system level; and review and recommend changes to the system charter to the Superintendent when the charter is being re-negotiated with the State. The roles and duties of the SCLT are detailed later in this regulation.

Each SLT selects one of their members (among both voting and non-voting members) to serve along with the Principal on the SCLT. Meetings of the SCLT will be initiated and organized by central office staff at the direction of the Superintendent. The SCLT will meet two to four times each year. While not an SLT, the ECLC Advisory Council is invited and encouraged to send a representative along with the Early Childhood Director to all SCLT meetings.

## Roles of the Governing Bodies

Board & Superintendent	SCLT	SLT
<ul style="list-style-type: none"> <li>● Overall fiscal management (including but not limited to purchasing and contracting),</li> <li>● Final development and approval of the annual system budget,</li> <li>● Fiscal expenditures beyond the school's allocations,</li> <li>● Legal oversight,</li> <li>● Fair and non-discriminatory personnel practices,</li> <li>● System strategic plan, including overall goals and objectives of the charter system,</li> <li>● Final approval regarding School Improvement Plans,</li> <li>● Calendars,</li> <li>● Curriculum, assessment, and testing,</li> <li>● Overall safety and maintenance of buildings,</li> <li>● School nutrition,</li> <li>● Transportation,</li> <li>● Decisions related to one school that will impact another school,</li> <li>● Existing and future Board policy and administrative regulations,</li> </ul>	<ul style="list-style-type: none"> <li>● Share information and innovations from each school,</li> <li>● Focus on system goals and outcomes,</li> <li>● Provide oversight for the systemic nature of the SLTs,</li> <li>● Mediate between SLTs and other entities,</li> <li>● Review and recommend changes to the system charter to the Superintendent when the charter is being re-negotiated with the State,</li> <li>● Assist with system accreditation and improvement reviews and assessments, such as the AdvancED accreditation process,,</li> <li>● Provide oversight and recommendations to the Superintendent on issues submitted by one or more SLTs with a scope and impact beyond a local school, and,</li> <li>● Review and make recommendations for action on situations were an agreement</li> </ul>	<ul style="list-style-type: none"> <li>● Provide input to the Superintendent regarding the performance of the Principal,</li> <li>● Provide input to the Principal and/or Superintendent on personnel decisions through participation of an SLT member in the personnel interview process,</li> <li>● Review and make provide feedback to the principal on the budget of school-allocated funding (as per formula based on system-established criteria such as enrollment),</li> <li>● Review, recommend improvements, approve, and monitor the School Improvement Plan / Work Plan</li> <li>● Review assessment data and use it for decision-making purposes,</li> <li>● Assist with school accreditation and improvement reviews and assessments, such as the AdvancED accreditation process,</li> <li>● Review and approve the implementation of any state waiver based on the impact principle and within the purview of the SLT,</li> </ul>



<ul style="list-style-type: none"> <li>• Final approval regarding personnel, including hiring and termination,</li> <li>• Attendance zones,</li> <li>• Appeals,</li> <li>• Facilities,</li> <li>• Hiring and evaluation of the Superintendent, and,</li> <li>• Other areas as appropriate.</li> </ul>	<p>cannot be made between an advisory committee and an outside vendor</p>	<ul style="list-style-type: none"> <li>• Review and approve changes to its bylaws, and,</li> <li>• Recommend school needs to the Principal during the annual budgeting process.</li> </ul>
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## Decision Making Process

When making decisions, groups should strive to make decisions by reaching consensus; however, unanimity may not always be possible. For that reason, each School Leadership Team's bylaws will set forth the criteria related to quorums for transacting business and for voting. Central Office personnel will be available to assist School Leadership Teams in their decision-making process.

### Consensus decision-making

- 1) A process that seeks the consent of all participants
- 2) An acceptable resolution, one that can be supported, even if not the "favorite" of each individual
- 3) Encourage and seek out dissent early
- 4) Maximize chance of accommodating views of all minorities
- 5) Key consensus components are *cooperation* and *compromise*
  - a) identify options
  - b) discuss common ideas
  - c) discuss differences
  - d) propose alternatives to settle differences
- 6) Consensus Questions
  - a) Do I understand?
  - b) Is it good for the group?
  - c) Does it cause any harm?
  - d) Can I support?
- 7) Examples to use for Consensus Decision Making
  - a) unanimous agreement
  - b) unanimous consent (see agreement vs. consent below)
  - c) unanimous agreement minus one vote or two votes
  - d) unanimous consent minus one vote or two votes
  - e) super majority thresholds (90%, 80%, 75%, two-thirds, and 60% are common)

## **Elections**

After providing public notice at least two weeks before the meeting of each electing body, the principal of each school shall call a meeting of electing bodies for the purpose of selecting members of the School Leadership Team. The electing body for the parent members shall consist of all parents and guardians eligible to serve as a parent member of the School Leadership Team, and the electing body for the teacher members shall consist of all certified personnel eligible to serve as a teacher member of the School Leadership Team. A student's parent(s) or guardian(s) shall collectively have one vote for each student enrolled in the school. The School Leadership Team shall specify in its bylaws the month in which elections are to be held and shall specify a nomination and election process.

Term length for School Leadership Team members will be two years. Terms for the parent, teacher and community member seats will be staggered such that the initial term for some members may be less than two years, with the goal of always having a mix of both new and experienced members to ensure continuity and mentoring across each School Leadership Team.

Any member may withdraw from the School Leadership Team by delivering to the Chair of the School Leadership Team a written resignation and submitting a copy to the secretary of the School Leadership Team or school principal. Should School Leadership Team members determine that a member of the team is no longer active in the team as defined by the bylaws of the team, the School Leadership Team may, by a majority vote, remove such person from the School Leadership Team, effective as of a date determined by the team.

The office of School Leadership Team member shall be automatically vacated under the following conditions:

- 1) If the member resigns;
- 2) If the member is removed as a member by a majority vote of the School Leadership Team; or
- 3) If the parent member no longer has a child enrolled at the school.

An election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within 60 days, unless there are fewer than 90 days left before the end of the school year, in which case the School Leadership Team will decide whether to fill the position before the end of the school year.

## **Professional Learning**

The professional learning for School Leadership Team members is conducted annually in the Fall of each school year and will include, but not be limited to, discussion around the following topics:

The School Leadership Team's authority, duties and responsibilities

- 1) Boundaries
- 2) Delegation
- 3) Trust and equity
- 4) Decision-making processes
- 5) Accountability

- 6) Communication
- 7) Budgeting processes

The professional learning may be conducted by an outside agency.

## **Public Meetings**

Adherence to the open and public meetings act and inspection of public records requirements as outlined in O.C.G.A. § 50-14-1, et seq. and O.C.G.A. § 50-18-70, et seq. will be adhered to by the School Leadership Team for each school. These requirements shall be addressed in the bylaws. The School Leadership Teams will have the right to set the dates and times for their meetings as set forth in the bylaws. All meetings will be publicized and agendas created using the same timeline as the Board. The SLT Secretary or designee is responsible for publishing the agenda and minutes.

For each meeting, an agenda will be structured, similar to those developed for the Board meetings, and will include items for spotlight, discussion, and action by the School Leadership Team. In addition, time for comments from the school community will be included on the agenda for each meeting. Minutes will be maintained and meetings will be advertised. The agenda and supporting materials will be available to the community within the same timeframe that the Board uses. Special sessions may be called by the chair of the School Leadership Team. These sessions are also subject to the same transparency requirements as regularly-scheduled Board meetings.

SLTs have two types of meetings: Regular SLT meetings and Work Sessions.

### **Regular SLT Meeting**

A regular SLT meeting is defined as the periodic business meeting held weekly, monthly, or quarterly, as prescribed by the Bylaws. Each regular meeting normally completes a separate session (see sample agenda in the appendix). Regular SLT meetings are where the business of the SLT is conducted.

### **Consent Items**

At every regular meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the SLT to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion.

### **Action Items**

At every regular meeting, you will have some action items. These items should be discussed by the SLT members and are addressed through individual motions.

### **Meeting is defined**

- 1) Gathering of a quorum of SLT members or committee of the members
- 2) Official business, policy or public matter is:

- a) formulated
- b) presented
- c) discussed
- d) voted upon

### **What is not a Meeting**

- 1) Inspections of physical facilities or property
- 2) State-wide meetings or trainings
- 3) Meetings with other agencies
- 4) Travel
- 5) Social or ceremonial events

*No official business is permitted at these gatherings.*

### **Notice and Agenda**

- 1) Establish a set schedule of meetings
- 2) Post meeting dates in a conspicuous location (date, time, location)
- 3) Post agendas not more than 2 weeks in advance but as soon as possible (at least 1 week)
- 4) 24 hour notice for emergency called meetings must be posted. MUST state the reason for the emergency meeting in the notice.
- 5) Agendas for meetings should be specific enough to advise the public of the matters expected to come before the board. Matters outside of the agenda can be addressed if they were not anticipated before the meeting by amending the agenda.

\* Minutes must be kept of all SLT Meetings including members present, description of motion or proposal, record of votes.

### **Minutes**

- 1) Summary of final minutes are required for every meeting. That includes committee meetings.
- 2) Minutes must describe each motion and record all votes.

### **Robert's Rules of Order**

For Robert's Rules of Order, please visit <https://robertsrules.org/motionsguide.php>

### **SLT Work Session**

A SLT Work Session is a meeting held outside of normally scheduled SLT meeting, and convened only to consider a few items of business for discussion. No voting takes place on items of discussion during a work session (see sample agenda in the appendix).

A work session may be called so specific information can be presented, analyzed, and reviewed by the SLT. For example, prior to approving the school's improvement plan, the SLT may hold a work session to review the assessment results, discuss successes and areas of growth from the previous year as well as provide ideas

and suggestions to be included in the school improvement plan. Note that the final decision to approve this SIP would need to occur at the regularly scheduled SLT meeting.

## **School Improvement Plan/EL Workplans**

School Leadership Teams will set review and make recommendations to the goals and objectives for the upcoming year as identified in the school improvement plan or work plan. School goals should connect to the goals identified the charter petition, the system's Strategic Plan, and the district improvement plan. The school improvement plans / work plans will contain specific objectives, timelines, and outcomes. The plans will be discussed, including a review of results, and approved by the School Leadership Teams in the fall. In addition, the schools will determine what necessary interventions and steps must be taken to meet performance goals.

The individual schools will develop their school improvement plans / work plans using specific data and needs demonstrated in concert with student assessment results and results collected from annual surveys of families. Every plan will meet the overarching vision, mission, and goals of the school system as set forth in the beginning of this document. In this way, the charter system will ensure that the Board retains its oversight responsibility, while allowing each school the flexibility to meet the vision, mission, and goals in the manner most suited to its student body, teachers, and parents.

## **Recommended Annual Events for SLT Participation**

- August: First Day of School; Curriculum Nights; SLT Elections take place; School Improvement Plan updated, School Improvement Plan submitted to Central Office
- September: SLT Training occurs
- November: SCLT Meeting
- January–February Schools receive their staff allotments for the upcoming school year; SCLT Meeting
- February–April: Budgets are developed; SCLT Meeting held in March
- May: End of the year awards ceremonies, activities, and promotional exercise occur
- June–July: Preparation for the opening of school; reviewing of school improvement plans for updates and revisions if needed

## **SLT Best Practices**

The following are some recommended best practices for SLTs to consider:

- 1) Chair-person should be tasked with keeping the meetings on track and agenda items moving. Suggested action if lengthy discussions arise on agenda items, would be to suggest tabling the item in favor of an additional work session
- 2) Identify the purpose of a given discussion, i.e., to gather information, to discuss ideas, to solve problems, etc.
- 3) Maintain separation between discussion regarding the development of ideas and those regarding the evaluation of ideas. Consider developing ideas first, with no feedback on the relative merits of any given idea, prior to discussing the merits of all ideas developed.

- 4) Be prepared to handle difficult conversations.
  - a) Beware of the orator: this individual likes to practice his/her speaking skills and may tend to talk for a long time. The chair-person should get him/her back on track by saying something like, "Excuse me, Jack, but we're running short on time and several members have some points they would like to make. We'd all appreciate it if you could wind up your comments in the next minute or two. Thank you very much."
  - b) A wanderer tends to bring up an entirely unrelated topic: the chair-person can keep this person focused by saying something like, "Linda, I'm sorry to break in like this, but I think that you're getting away from the subject. Remember we'd like to settle the issue of [insert topic] and we would appreciate it if you could confine your remarks to that subject. Thanks."
  - c) A repeater: this person talks numerous times on the same subject while other members have not had a chance to talk. The chair-person should get him/her back on track with something like, "Dave, before we hear from you again I would like to know how Debbie and Rick feel about this subject. Thank you."
  - d) An interrupter: as the name suggests, this person interrupts others as they are speaking. An interrupter interrupted by the chair-person by saying, "Before you say anything more, Jason, please wait until Shirley has finished and you then will have an opportunity to make your point. Thank you."
- 5) Remember that effective communication is a management function, involves two-way communication, relies on research and data, and builds relationships and trust with stakeholders.
  - a) Designate a team member to collaborate with the school principal as the communication liaison for the SLT so that regular updates are included in weekly school communications as appropriate especially for topics that have a greater community impact.
  - b) Appoint either the SLT Chair or communication liaison as a main point of contact for parents and/or community members and ensure that this information is widely broadcast so those interested in adding items to the SLT agenda know where to address concerns.
  - c) Ensure that feedback is provided regularly, through active participation and constructive criticism.
- 6) Make your time count by starting and ending on time, staying focused on the business listed in the agenda, encouraging prompt and focused participation, controlling interruptions and digressions, using Robert's Rules of Order or another parliamentary procedure, closing the meeting positively, and making sure members leave feeling their time was valued and well spent.
- 7) Regularly review the basics of teamwork:
  - a) Roles are clearly defined and adhered to
  - b) Principal and SLT view themselves as a team
  - c) Principal and SLT understand the bylaws
  - d) There is regular, effective, two-way communication between the Principal and SLT members
  - e) There is clear consensus on how SLT meeting agendas are developed
  - f) Decisions are based on a clearly understood and agreed upon method, such as consensus
  - g) There is regular, effective, two-way communication between the Principal and SLT members

- 8) Abide by the CSD Acceptable Use Policy and Records Retention.

## **SLT Bylaws**

Each SLT shall develop and maintain bylaws. Such bylaws shall include, but not be limited to, the following:

- 1) Process for reviewing and approving the annual school budget,
- 2) Process for making decisions (i.e., voting, quorums, consensus, etc.),
- 3) Process for annual elections, including:
  - a) Provision for public notice of election at least two weeks prior, and no more than four weeks prior to election.
  - b) Eligible voters for each role (i.e., parent/guardian of student, certified staff member, etc.),
- 4) Staggered term lengths of between one and three years, running October through September,
- 5) Process for replacing a seat vacated mid-term,
- 6) Process for removing a member (due to lack of participation, due to unethical or inappropriate behaviors, due to conflicts of interest, due to their child leaving the school, etc.),
- 7) Process for selection of SCLT representatives,
- 8) Process for selection of officers at the first meeting following elections,
- 9) Adherence to open and public meetings act and inspection of public records requirements, including:
  - a) Publication of meeting dates and times,
  - b) Publication of meeting agendas and minutes,
  - c) Process for calling special meetings,
  - d) Definition of a meeting and a quorum,
  - e) Minutes, including members present, description of motions, record of votes, etc.,
- 10) Governance model (such as Robert's Rules of Order),
- 11) Process for evaluating and acting upon conflicts of interest and breaches of confidentiality,
- 12) Process for appointing voting and non-voting members to the SLT (such as students),
- 13) Process for adding, removing, and updating the meeting agenda.

# **APPENDIX**



## City Schools of Decatur School Leadership Team Conflict of Interest Form

The Charter for the City Schools of Decatur ("Charter") requires SLT members to avoid conflicts of interest. It is essential that SLT members be independent and impartial, that SLT decisions be made in the proper channels of our government structure, that SLT membership not be used for private gain, and that there be public confidence in the integrity of the SLT. In accordance with Paragraph 64 of the CSD Charter, SLT members must disclose conflicts of interest. If a conflict of interest arises at any time during service on the SLT, the SLT member shall disclose the conflict of interest in writing to the Chair of the SLT.

Instructions: If you answer "yes" to any of the following questions, please provide an explanation on a separate piece of paper.

1. Did or will you sell any supplies, materials, equipment or other property to the City Schools of Decatur? Yes / No
2. Do or will you have any contractual agreements with the City Schools of Decatur? Yes / No
3. Do you currently serve as a member of the Board of Education for any Georgia public school district? Yes / No
4. Do you currently serve as a public official? Yes / No
5. Do you have a managerial, fiduciary, ownership interest or advisory role with a company or organization that is seeking to obtain a contract with the City Schools of Decatur? Yes / No
6. Do you have an interest in researching your work with the school at which you will serve on the SLT? Yes / No
7. Are you, your spouse or anyone you live with an employee of the City Schools of Decatur? Yes / No
8. To the best of your knowledge, are there situations not described in this form that may give rise to a conflict of interest or the appearance of a conflict of interest between you and the City Schools of Decatur, or which would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the school at which you will serve on the SLT? Yes / No

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

*Revised August 2019*

## City Schools of Decatur School Leadership Team Confidentiality Agreement

I (print name) \_\_\_\_\_ understand that in my capacity as a School Leadership Team (SLT) member at \_\_\_\_\_ School in the City Schools of Decatur, I may have access to confidential and private records of students, faculty and staff and/or pertaining to the operations of the City Schools of Decatur. I understand that under federal law, state law, and City Schools of Decatur policy, confidential records, including, but not limited to, student records and personal health information, are protected from disclosure to third parties (i.e., anyone) except in very narrow circumstances and that confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my service on the SLT. I shall not directly or indirectly communicate to any person other than City Schools of Decatur staff, any information concerning such records. I understand that any such disclosure may be grounds for removal from the SLT.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

*Revised August 2019*

## Sample SLT Regular Meeting Agenda

\_\_\_\_\_ School SLT MONTHLY MEETING

Date: \_\_\_\_\_

Time: \_\_\_\_\_

- I. Call to Order
- II. Agenda: Revisions and Approval
- III. Approval of Minutes
- IV. Spotlight
- V. Public Comment
- VI. Principal's Report
- VII. SLT Comments
- VIII. Consent Items
  - a. Budget Update
- IX. Action Items
- X. Sub-Committee Reports
- XI. Future Business and Agenda Setting
- XII. Adjournment

## Sample SLT Work Session Meeting Agenda

\_\_\_\_\_ School SLT WorkS Session

Date: \_\_\_\_\_

Time: \_\_\_\_\_

- I. Call to Order
- II. Agenda: Revisions and Approval
- III. Discussion
  - A. AdvancED Standards Committee Updates
  - B. Committee Work
    1. Safety Committee
    2. PTA Report
- IV. Adjournment

## Sample Bylaws

### \_\_\_\_\_ School Leadership Team Bylaws

#### **Article I: Name**

A School Leadership Team has been established at \_\_\_\_\_ School of the City Schools of Decatur on \_\_\_\_\_. The name of this School Leadership Team shall be the \_\_\_\_\_ School Leadership Team, hereinafter referred to as the SLT, organized under the authority of Georgia law (O.C.G.A. § 20-2-2063.2, et seq. and the Charter entered into between the State Board of Education and the City Schools of Decatur with a commencement date of July 1, 2008 ("Charter").

#### **Article II: Purpose**

The purpose of the SLT is to make decisions that support the continuous improvement of the school in accordance with the provisions of the Charter. The members of the SLT are accountable to the constituents they serve and shall perform those functions and duties and have those responsibilities of a school leadership team as are set forth in the Charter. The SLT understands that the Charter governs the operations of the City Schools of Decatur. To the extent that there is any inconsistency between these bylaws and the Charter, the Charter shall govern.

#### **Article III: School Leadership Team Authority**

The SLT shall have the authority vested in it by the Charter.

#### **Article IV: Membership**

The SLT shall have no less than 5 voting members and no more than 7 voting members as set forth in the Charter. The goal for each School Leadership Team is to strike a balance in terms of diversity, expertise, and the ratio of parent/employee voting members. The parent/employee ratio should be as even as possible, in that, no more than 50% of the voting member positions may be filled by \_\_\_\_\_ staff. \_\_\_\_\_ School Leadership Team may add members at its discretion in order to create a School Leadership Team that has the balance needed in order to make the best decisions for all students. No parent or teacher may serve on multiple School Leadership Teams.

#### **Article V: Terms**

All SLT members will be elected for two-year terms and shall serve until his or her successor is sworn into office. These terms will be one-year staggered terms.

#### **Article VI: Elections**

All elected members of the SLT shall be elected in the manner required by the Charter.

## **Article VII: Vacancies**

Vacancies on the SLT shall be deemed to exist as set forth in the Charter and shall be filled as required by the Charter.

## **Article VIII: Meetings**

All meetings of the SLT shall be open to the public. The SLT shall meet as a group a minimum four times a year. The SLT shall also meet at the call of the chairperson, or at the request of a majority of the members of the SLT.

Notice by mail or email shall be sent to SLT members at least 48 hours prior to a meeting and shall include the date, time and location of the meeting. SLTs shall be subject to the Georgia Open Meetings Act (O.C.G.A. § 50-14-1, et seq.) in the same manner as local boards of education. Meeting notices and agendas shall be posted in accordance with the requirements of the Georgia Open Meetings Act. Agenda will be posted at least 48 hours prior to the meeting on eBoard.

A quorum must be present in order to conduct official SLT business. A quorum is comprised of a majority of SLT members. Every question shall be determined by a majority vote of members present. Each member of the SLT is authorized to exercise one vote. Proxy votes are not allowed. Members must be present in order to vote. SLT work groups committees may be convened to conduct specific activities as needed. These work groups or subcommittees are advisory only and do not constitute official SLT meetings. No votes on official SLT business may be taken in a work group or subcommittee meeting. SLT work groups will report on their activities to the full SLT.

## **Article IX: Minutes**

SLTs shall be subject to the Open Records Act (O.C.G.A. § 50-18-70, et seq.), relating to the inspection of public records, in the same manner as local boards of education, Public records prepared or maintained by the SLT shall constitute public records and shall be subject to the Georgia Open Records Act. Because public records prepared and maintained by SLT members shall constitute public records as set forth in the Georgia Open Records Act, SLT members shall not use personal electronic mail accounts to conduct any business of the SLT; rather, all SLT members shall conduct all SLT business that is conducted electronically through the City School of Decatur electronic mail addresses provided to the SLT member by the City Schools of Decatur administration.

No SLT records shall be maintained at a private residence; rather, all records shall be maintained on school premises. All SLT records shall be subject to the same record retention schedule that is applicable to the City Schools of Decatur. SLT members shall maintain the confidentiality of records, including, but not limited to student education records, as may be required by federal and/or state law. With regard to open meetings, a summary of the subjects acted on and the members present at the meeting of the SLT shall be made available to the public for inspection at the school office within two business days of the meeting. Access to the minutes shall be provided to the SLT members within 20 days following each SLT meeting. The official minutes shall be open to public inspection once approved by the SLT immediately following the next regular meeting of the SLT.

Minutes at a minimum shall include the names of the SLT members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll call vote, the name of each SLT member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

## **Article X: Officers of the School Leadership Team**

The officers of the SLT shall be a chairperson, a vice chairperson, and secretary. Officers of the SLT shall be elected at the first meeting of the SLT following the election of SLT members. The term of the officers of the SLT shall be one year. Co-secretaries are allowed.

The chairperson shall develop the agenda for all meetings, preside at all meetings of the SLT, and perform such other duties as required by the Charter or as shall be requested by the SLT.

The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the SLT.

The secretary shall attend all meetings, act as the clerk of the SLT, record all votes and minutes of all proceedings, give notice of all meetings of the SLT, and shall perform such other duties as may be required by law or as shall be requested by the SLT.

## **Article XI: Duties of the Principal**

The school Principal shall fulfill the Principal Job Description for the City Schools of Decatur. The school Principal shall be a member of the SLT and may serve as the chairperson.

## **Article XII: Board of Education Responsibilities**

The local board of education shall have the authority, powers, duties, functions and responsibilities as set forth in the Charter.

## **Article XIII: Amendments of Bylaws**

The SLT may amend these bylaws; however, all amendments hereto shall be consistent with the Charter. Any bylaw that is inconsistent with the requirements of the Charter shall be null and void.

## **Article XIV: Parliamentary Procedure**

Robert's Rules of Order, Newly Revised shall be the governing parliamentary procedure for SLTS unless a different procedure is specifically required by the Charter or these bylaws.

ADOPTED THIS \_\_\_\_\_ DAY OF [year]\_\_\_\_\_

CHAIR'S SIGNATURE: \_\_\_\_\_

NOTARY'S ATTESTATION:

## **Email Do's and Don'ts / Acceptable Use Policy**

To support SLTs' and the SCLT's work, the Information Services department provisions an email account and collaboration tools to all SLT members. Online SLT business must be conducted via CSD-provisioned resources, and not through a member's personal or work (non-CSD) email account. By logging into the CSD-provisioned collaboration tools, SLT members agree to abide by CSD's Acceptable Use Policy for digital resources

1. Think before you type.
2. You are in the eye of the public. Every email you create is a public record subject to the Open Records Acts.
3. You thought email was the best thing since sliced bread but phone calls and meetings are often better than emails because:
  - a. Serious, sensitive or complex conversations are not appropriate for emails,
  - b. Messages filled with emotion are not appropriate for emails,
  - c. REMEMBER, you have no control over how an email may be recorded, forwarded or even rewritten by intended (or unintended) recipients once you hit the "send" button.
4. You may not be able to control what a third party emails to you, but you can control how (or even if) you respond via email.